Index to Library Resources & Technical Services

Volumes 1–25, 1957–1981

Compiled by Edward Swanson

Introduction

This index to volumes 1–25 of *Library resources & technical services* is divided into three parts: (1) Part 1, Author and Title Index, which includes titles of articles; and authors of articles, book reviews, letters to the editor, and reports; (2) Part 2, Subject Index, which includes subjects of articles, book reviews, letters to the editor, and reports; and (3) Part 3, Resources and Technical Services Division Index, which includes items by and about RTSD and its sections, committees, etc.

The following principles were followed in compiling the index:

1. Articles are indexed in Part 1 under title and author(s) and in Part 2 under subject(s). Authors who wrote articles under more than one name generally are listed under the latest name with reference from the other(s). Titles are listed under an author's name only if the author wrote more than one article. In such cases the titles are limited to twenty-five characters. Subtitles generally have been omitted from title entries. Articles and notes about individuals are indexed under the person's name in Part 2; pictures of an individual are indicated by "*port.*"

2. Reviews of books and articles are indexed in Part 1 under the name of the author of the review (indicated by "*review*") and in Part 2 under the subject(s) of the item reviewed (indicated by "*r*" following the volume and page numbers). Reviews published as articles also are indexed in Part 2 under the title of the book reviewed.

3. Letters to the editor are indexed in Part 1 under the name of the author of the letter (indicated by "*letter*"). Letters referring to a specific article in *LRTS* also are indexed in Part 1 under the title of the article referred to (indicated by "*c*" following the volume and page numbers). Letters not referring to a specific article are indexed in Part 2 under the subject of the letter (also indicated by "*c*").

4. Short, generally untitled, items are indexed in Part 2 under subject (indicated by "*n*" following the volume and page numbers).

5. The series of "year's work" articles are indexed in Part 2 under the general heading "Year's work articles," subdivided by "Cataloging and classification," "Reproduction of library materials," "Resources," "Serials," and "Technical Services." In addition, they are indexed under major subjects covered in the articles.

6. Reports and other information about RTSD and its sections, committees, etc., are indexed in Part 3 under the name of the division, section, committee,

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Editor's Note: The editor gratefully acknowledges Edward Swanson's significant contribution to *LRTS* in compiling this 25-year cumulative index.

etc. Those reports on a specific subject also are indexed in Part 2 under the subject. Information on committee activities that appears as a part of the annual report of the division or a section has not been indexed separately under the name of the committee. Reports by individuals also are indexed in Part 1 under the name of the individual (indicated by "*report*").

The following principles govern the arrangement:

1. Entries are filed word by word following the "file-as-spelled" principle. Periods, colons, and dashes are treated as significant punctuation and have been taken into consideration in the arrangement.
2. Numerals precede alphabetical characters.
3. Acronyms with internal punctuation are filed as initials; those without internal punctuation are filed as words.
4. Subheadings generally are arranged alphabetically under the main heading.

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